

# **SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** October 1 and October 15 - 18, 2002;

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Carol J. MacMillan  
Personnel Exam Analyst  
Personnel Examining Section

**Number of Incumbents:** There is one incumbent in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated September 30, 2002.

**Names of the Subject Matter Expert(s) and their background:**

Carol Meraji, Data Processing Manager III  
Information Services Division

Carol has been with the department for three years and has both worked as and supervised the incumbents in the Systems Software Specialist series. She also has extensive software experience in private industry.

Doug Knutson, Data Processing Manager III  
Information Services Division

Doug has been with the department for 21 years and has supervised the incumbents in the Systems Software Specialist series for five years.

## **SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY) INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- California Department of Corrections job descriptions
- State of New Jersey Class Specifications
- State of Arizona Position Specification
- State of New Hampshire Class Specification

Other sources were viewed for information (e.g., CDC Personnel Operations and CDC Equal Employment Opportunity Office); however, the information was not relevant to the job analysis and therefore not included.